

# BALTIMORE CITY DEPARTMENT OF GENERAL SERVICES

## Capital Project Request Form

SECTION 1 – PROJECT REQUESTOR and SCOPE:			
Requestor:	Title:	Request Date:	
Agency/Department (Applicant):			
Phone number:	Email:		
Requesting Account Number:			
Project Address:	Building #:	Floor:	Room:
Project Type:			
Does project need design? ___Y or ___N or ___Don't know			
<b>Project Description/Scope/Justification:</b> (Describe in this space what you would like to have done. Describe the reasons for the project well as the last changes to this area. Attach additional pages if necessary.)			
<div style="border: 1px solid black; background-color: #f0f0f0; padding: 2px; margin-top: 10px;">         ** Please attach any supporting information, documents, feasibility studies, schematics, estimates etc. to this request. **       </div>			
Schedule: Requested Project Start _____ Finish _____ Relocations required: <input type="checkbox"/> Yes <input type="checkbox"/> No			
SECTION 2 – FINANCIAL			
<b>NOTE:</b> This section is dedicated to identifying additional sources of funding outside of the agency to support the requested project. These sources could come in the form of grants, capital, operating, etc. Please use the space provided below to identify the sources of funding, the account number related to those funds, and the amount of funds available.			
Proposed Budget:			
Funding Source:	Account Number (if known):	Amount (\$):	
SECTION 3 – Requesting Agency APPROVALS			
Requestor Name:	___Approved ___Denied	Signature:	Date: / /
Requestor's Supervisor:	___Approved ___Denied	Signature:	Date: / /

### **ROUTING INSTRUCTIONS:**

**Requesting Agency/Department:** Complete all known information. Send completed and approved project request to the following: [DGSMajorProjects@baltimorecity.gov](mailto:DGSMajorProjects@baltimorecity.gov)

**Contacts:**